1994 Parker Pen Repair Manual

Part 2

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PARKER

ROLLER BALL AND FIBRE TIP PEN REPAIR ADVICE AND INFORMATION

SECTION 5

SECTION 5

General Repair Advice

Before starting the repair

1 Remember: You are handling the personal property of a valued customer.
2 Read the customer's complaint thoroughly.
3 If the repair is for a non-working part, for example, a new clip, always check the pen writes correctly.
4 Give a quick turn-round – a delayed repair is never viewed as favourably as an early repair.

During the repair

1 Always check the condition of individual parts as you disassemble the pen. Fit new parts as needed, even if the customer has not noticed the faulty part. This may prevent a later complaint.
2 As a general rule, use pliers only on parts that will be scrapped.
3 Always take care when using heat to undo joints. Plastic parts easily melt when using heat. Laque and epoxy finishes can be damaged with heat. Always try hot water (nearly boiling) before using the flame from an alcohol lamp or gas jet.

After the repair

1 When the repair is complete, test the pen to ensure the customer's request has been met.
2 Ensure that all ink deposits are cleaned off and the pen is dried. If the complaint was for leaking, pay particular attention to the inside of barrels and caps.
Use water, methylated spirit or BP spirit to clean away ink residues.
3 Clean and polish the pen after repair – use buffing mops, if available. If not, use cloths and metal polish if needed. Most products can be made to look as new with a little effort.
DO NOT clean the silver Ciselé finish with silver polish, as silver polish can remove the black pattern. Clean this finish with a pencil eraser.
DO NOT soak laques or the silver Ciselé finish in methylated spirit or BP spirit.

General Information

The PARKER roller ball uses a wet ink system which lets it write very evenly with the lightest touch. A sophisticated feed and collector system, as used in fountain pens, carefully regulates the flow of ink to the writing point, eliminating the problems of fading experienced with ordinary roller ball refills as they become used.
PARKER fibre tip pens are no longer current. Refills for these pens are still available.

Fault Finder

Problem	Possible cause	Remedy
Poor cap fit	Worn shell Incorrect cap Cracked or damaged cap Damaged clutch Damaged inner cap	Fit new shell Fit correct cap Fit new cap Fit new clutch Fit new inner cap
Poor barrel fit	Cracked or damaged barrel Worn barrel threads Loose inner barrel Damaged connector threads Damaged shell threads	Fit new barrel Fit new barrel Renew adhesive Fit new connector Fit new shell
Ineffective clip	Broken or damaged clip Loose clip Clip away Cap and clip incorrectly assembled	Fit new clip Tighten cap tassie Try lifting the clip and tapping it down with a hammer *or* try disassembling the cap and bending the top of the clip *or* fit a new clip. Assemble cap and clip correctly
Refill rattles or fits loosely	Barrel insert missing	Fit new barrel insert
Leakage	Damaged or faulty refill	Fit new refill. Thoroughly clean shell, or fit new shell if needed.
Refills do not last very long	Customer writes with heavy pressure Customer is comparing roller ball refills with ball pen refills	Advise customer Advise customer of difference in inks – see 'Standard Letters' on section 2.5.

ROLLER BALL AND FIBRE TIP PEN REPAIR ADVICE AND INFORMATION

PARKER

BALL PEN REPAIR ADVICE AND INFORMATION

SECTION 6

SECTION 6

General Repair Advice

Before starting the repair

1 Remember: You are handling the personal property of a valued customer.
2 Read the customer's complaint thoroughly.
3 If the repair is for a non-working part, for example, a new clip , always check the pen works and writes correctly.
4 Give a quick turn-round – a delayed repair is never viewed as favourably as an early repair.

During the repair

1 Always check the condition of individual parts as you disassemble the pen. Fit new parts as needed, even if the customer has not noticed the faulty part. This may prevent a later complaint.
2 As a general rule, use pliers only on parts that will be scrapped.
3 Always take care when using heat to undo joints. Plastic parts easily melt when using heat. Laque and epoxy finishes can be damaged with heat. Always try hot water (nearly boiling) before using the flame from an alcohol lamp or gas jet.

After the repair

1 When the repair is complete, test the pen to ensure the customer's request has been met.
2 Ensure that all ink deposits are cleaned off and the pen is dried. If the complaint was for leaking, pay particular attention to the inside of barrels and caps. Methylated spirit is a good cleaning agent for ball pen ink.
3 Clean and polish the pen after repair – use buffing mops, if available. If not, use cloths and metal polish if needed. Most products can be made to look as new with a little effort.
DO NOT clean the silver Ciselé finish with silver polish, as silver polish can remove the black pattern. Clean this finish with a pencil eraser.
DO NOT soak laques or the silver Ciselé finish in methylated spirit or BP spirit.

General Information

Always write almost vertically with ball pens. This gives a better writing line and reduces the wear on the point of the refill. If the point of the refill becomes worn this can cause blotting.
Do not remove the back end of a refill. They are sealed units and become useless once the seal is broken.
All PARKER ball pens can use either the PARKER standard refill or the GOLDEN TOUCH refill.

Fault Finder

Problem	Possible cause	Remedy
Ball pen will not write	New refill Refill empty Rim of ball housing damaged (writing angle is too low)	Write with the pen until the ink flows Fit new refill Fit new refill
Ball pen blots or goops	Rim of ball housing damaged (writing angle is too low)	Fit new refill
Ball pen leaks into cap	Grease seal broken on refill	Fit new refill and clean pen thoroughly *or* fit new refill, ratchet assembly/mechanism and cap as needed
Ball pen will not retract	Damaged spring Bent refill Barrel point damaged Top of refill damaged Cap or barrel dented Damaged ratchet assembly/mechanism	Fit new spring Fit new refill Remove burr from point of barrel with a point reamer Fit new refill Remove dent or fit new cap or barrel Fit new ratchet assembly/mechanism
Ineffective clip	Broken or damaged clip Loose clip Clip away Cap and clip incorrectly assembled	Fit new clip Tighten cap tassie Try lifting the clip and tapping it down with a hammer *or* try disassembling the cap and bending the top of the clip *or* fit a new clip. Assemble cap and clip correctly

PARKER

PENCIL REPAIR ADVICE AND INFORMATION

SECTION 7

7 SECTION

General Repair Advice

Before starting the repair

1 Remember: You are handling the personal property of a valued customer.
2 Read the customer's complaint thoroughly.
3 If the repair is for a non-working part, for example, a new clip, always check the pencil works and writes correctly.
4 Give a quick turn-round – a delayed repair is never viewed as favourably as an early repair.

During the repair

1 Always check the condition of individual parts as you disassemble the pencil. Fit new parts as needed, even if the customer has not noticed the faulty part. This may prevent a later complaint.
2 As a general rule, use pliers only on parts that will be scrapped.
3 Always take care when using heat to undo joints. Plastic parts easily melt when using heat. Laque and epoxy finishes can be damaged with heat. Always try hot water (nearly boiling) before using the flame from an alcohol lamp or gas jet.

After the repair

1 When the repair is complete, test the pencil to ensure the customer's request has been met.
2 Clean and polish the pencil after repair – use buffing mops, if available.
If not, use cloths and silver polish if needed. Most products can be made to look as new with a little effort.
DO NOT clean the silver Ciselé finish with silver polish, as silver polish can remove the black pattern. Clean this finish with a pencil eraser.
DO NOT soak the laques or the silver Ciselé finish in methylated spirit or BP spirit.

General Information

PARKER pencils write smoothly and crisply and feature lead feeding systems that are robust, reliable and easy to use. An ample supply of leads can be housed in every pencil, as is a replaceable eraser.

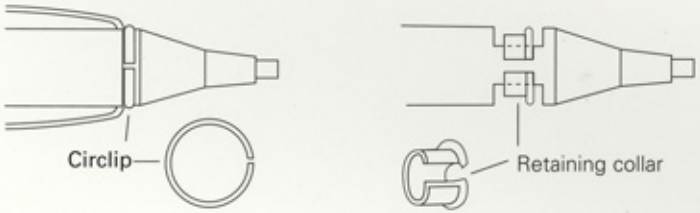
cont'd

Pencil Mechanisms

In most cases, a pencil mechanism will need to be removed only if it is broken. Full instructions for removing a broken mechanism are included in the instructions for each model.
However, it is possible to remove a pencil mechanism without damaging it. There are two methods.

Method 1

1 Retract the lead. With the cap removed, fully press the eraser end of the mechanism to expose the circlip or retaining collar at the point.



2 Push the retaining collar removal tool fully over the point end of the mechanism, and release the mechanism.
3 Firmly press the point of the mechanism on the bench and pull the mechanism out of the barrel.

Steps 1–3 may need repeating until the mechanism is free. Alternatively, try method 2 for removing the circlip.

Method 2 (circlip only)

1 With the cap removed, fully press the eraser end of the mechanism to expose the circlip at the point.
2 With a fine screwdriver, pointed instrument (or your thumb nail), push off the circlip from the point of the mechanism (warning: the circlip can spring off the mechanism. Take care not to lose it).
3 Pull the mechanism out of the barrel.

Tip bushes

Although many of the tip bushes look similar, they are generally not interchangeable. Always fit the correct tip bush for the model.

Fault Finder

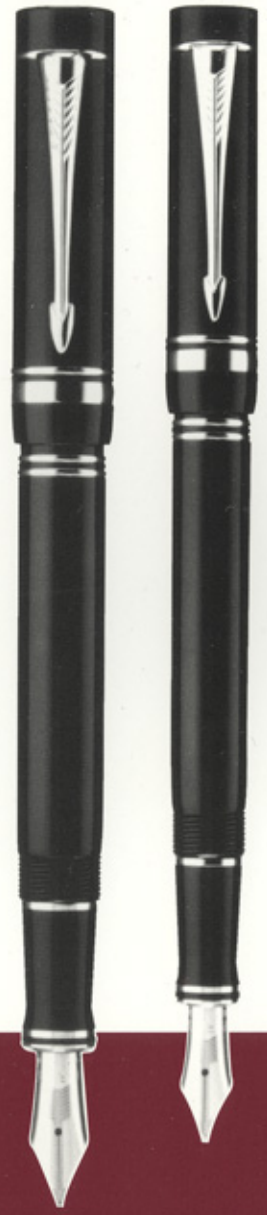
Problem	Possible cause	Remedy
Lead will not propel	Loose cap Damaged mechanism	Fit new inner cap or new cap Fit new mechanism
Lead will not feed through point	No leads in pencil Eraser collar missing Point jammed with broken lead	Fit new leads Fit new eraser collar Clear point with a fine wire
Lead retracts when writing	Piece of lead in the point is too small	Remove piece of lead and feed through a new lead
Mechanism retracts when writing	Loose mechanism	Fit new mechanism
Ineffective clip	Broken or damaged clip Loose clip Clip away Cap and clip incorrectly assembled	Fit new clip Tighten cap tassie Try lifting the clip and tapping it down with a hammer *or* try disassembling the cap and bending the top of the clip *or* fit a new clip Assemble cap and clip correctly

REPAIR AND SERVICING

CENTENNIAL FOUNTAIN PEN
INTERNATIONAL FOUNTAIN PEN
ROLLER BALL

PRESS ACTION CENTENNIAL BALL PEN
TWIST ACTION BALL PEN
PENCIL

SECTION 11



Tools Needed

Alcohol lamp or gas jet with beaker and stand

Friction pad

Knockout pin

Large cap tool

Nib spacing tool

Materials Needed

Adhesive (Araldite) for cap decal
Adhesive (white) for cap tassie
BP spirit for removing excess adhesive
Range of smoothing paper (for nib smoothing)

Points To Note

1 The International is a scaled down version of the Centennial. The method of repair is the same.
2 The bottom of the barrel can break off on early Centennial models (fit new barrel)
3 Read 'Before starting the repair' on section 4.1

PARKER DUOFOLD

CENTENNIAL AND INTERNATIONAL FOUNTAIN PEN

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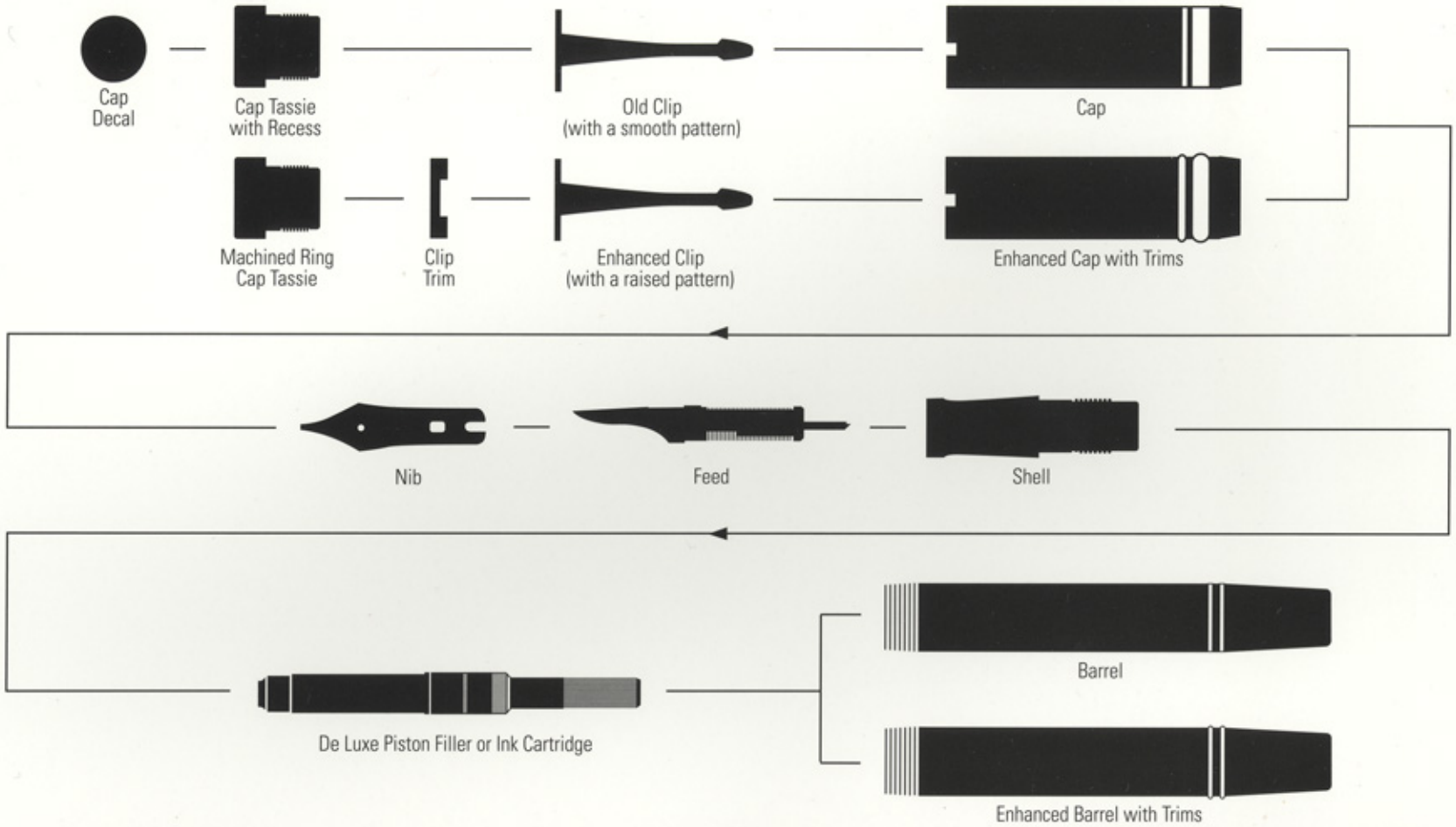


PARKER DUOFOLD

CENTENNIAL AND INTERNATIONAL FOUNTAIN PEN

11.1

10.94

Disassembly

General
1 Remove the cap and barrel.
2 Remove the piston filler or cartridge.
3 Flush out the ink from the front end (see 'Flushing out the ink' section 4.3).

Front end
1 Remove the nib assembly by gently twisting and pulling it out from the shell. A soak in cold water may be needed to remove ink residues. Do not touch the feed with bare hands, as this may cause ink flow problems (use gloves or finger stalls).
2 Lift the nib off the feed.

Cap
1 Unscrew the cap tassie. Use the cap tool inside the cap and a friction pad on the tassie. Hot water may be needed as adhesive is used on the cap tassie.
2 Remove the clip and the clip trim (if fitted).
3 If needed, remove the cap decal (if fitted) by pushing a knockout pin through the inside of the cap tassie. Remove the old adhesive.

Barrel
Available only as a complete unit.

Assembly

Front end
1 Place the nib on the feed so the cut out on the nib fits over the notch on the feed. Do not touch the feed with bare hands, as this may cause ink flow problems (use gloves or finger stalls).
2 Push the nib assembly straight into the shell.

Cap
1 Push the clip trim (if fitted) onto the cap tassie.
2 Push the clip onto the cap tassie.
3 Apply adhesive (white) to the thread of the cap tassie.
4 With the cap tool inside the cap, start to screw the cap tassie into the cap.
5 Line up the clip with the cut out in the clip trim (if fitted). Line up the cut out in the cap with the notch on the clip and tighten the cap tassie with a friction pad.
6 If needed, apply adhesive (Araldite) to the top of the cap and press a new cap decal into place.

General
1 Remove any excess adhesive.
2 Allow time for Araldite adhesive to dry.
3 Fit a cartridge (washable blue) and leave the pen in a vertical position until the ink flows through.
4 Check the pen with a write test (see section 4.6).
5 Ensure the pen is clean and polished.

Tools Needed

Alcohol lamp or gas jet with beaker and stand

Friction pad

Knockout pin

Large cap tool

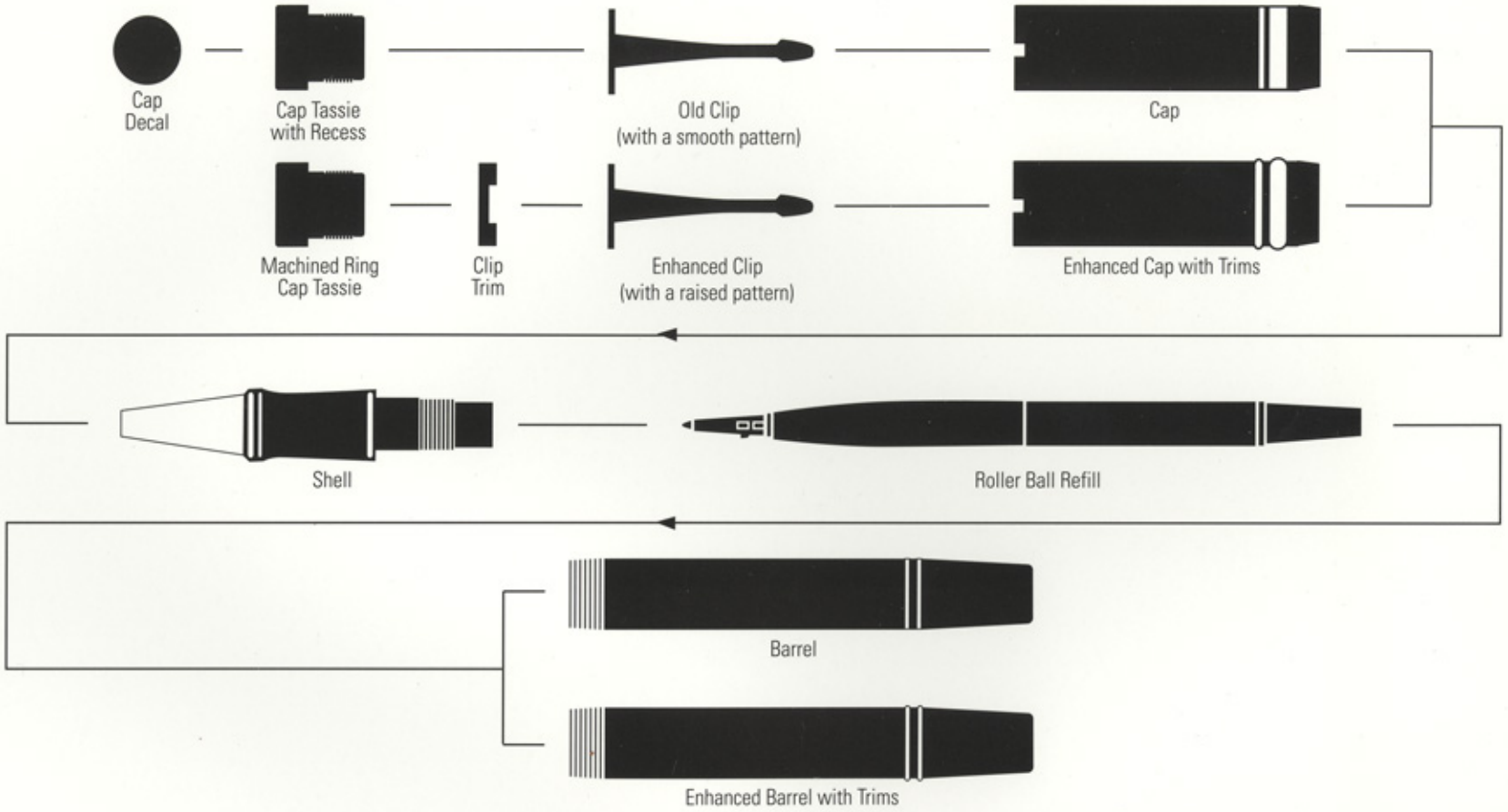
Materials Needed

Adhesive (Araldite) for cap decal
Adhesive (white) for cap tassie
BP spirit for removing excess adhesive

Points To Note

1 Read 'Before starting the repair' on section 5.1

PARKER DUOFOLD
ROLLER BALL



PARKER DUOFOLD

ROLLER BALL

11.2

10.94

Disassembly

General
1 Remove the cap and barrel.
2 Remove the refill from the shell.

Cap
1 Unscrew the cap tassie. Use the cap tool inside the cap and a friction pad on the tassie. Hot water may be needed as adhesive is used on the cap tassie.
2 Remove the clip and the clip trim (if fitted).
3 If needed, remove the cap decal (if fitted) by pushing a knockout pin through the inside of the cap tassie. Remove the old adhesive.

Barrel
Available only as a complete unit.

Shell
Available only as a complete unit.

Assembly

Cap
1 Push the clip trim (if fitted) onto the cap tassie.
2 Push the clip onto the cap tassie.
3 Apply adhesive (white) to the thread of the cap tassie.
4 With the cap tool inside the cap, start to screw the cap tassie into the cap.
5 Line up the clip with the cut out in the clip trim (if fitted). Line up the cut out in the cap with the notch on the clip and tighten the cap tassie with a friction pad.
6 If needed, apply adhesive (Araldite) to the top of the cap and press a new cap decal into place.

Note
The roller ball parts are different from the fountain pen parts:
1 Two rings are machined on the top of the cap tassie to distinguish it from the fountain pen.
2 The barrel has a insert inside it so the refill is held correctly. This insert is factory fitted and cannot be removed.

General
1 Remove any excess adhesive.
2 Allow time for Araldite adhesive to dry.
3 Refit the refill and check the pen writes properly.
4 Ensure the pen is clean and polished.

Tools Needed

Alcohol lamp or gas jet with beaker and stand

Ball pen cap tool

Friction pad

Sharp instrument

Unfolded paper clip

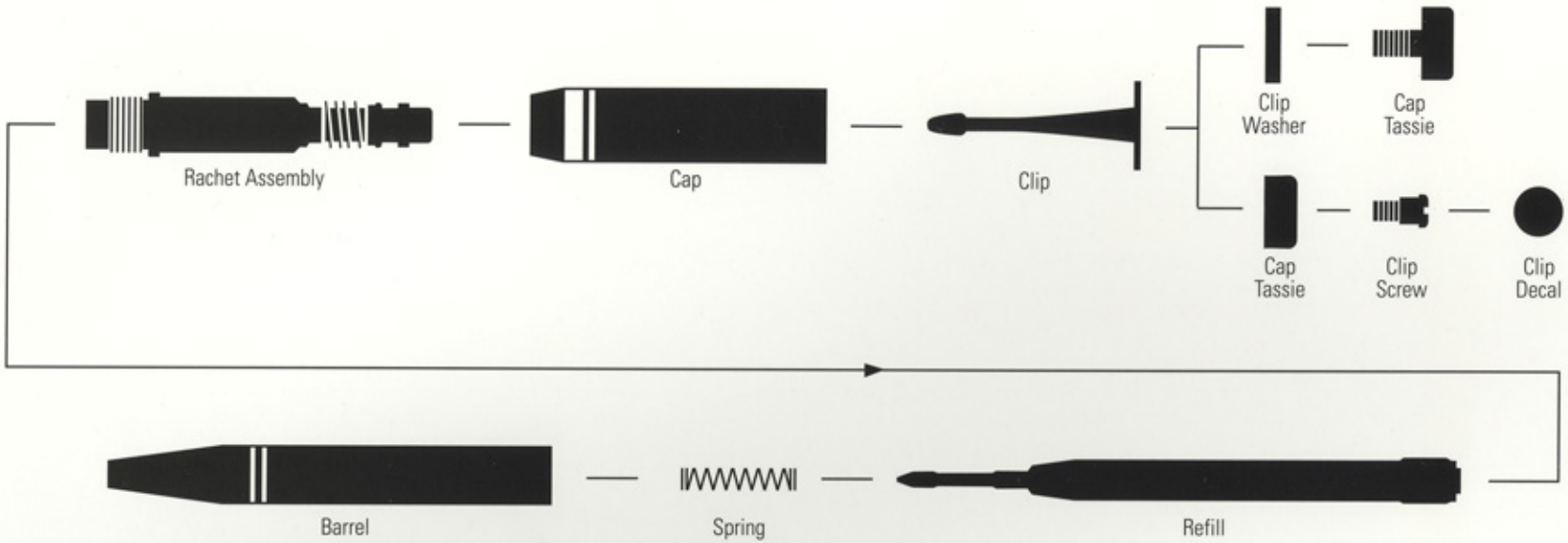
Materials Needed

Adhesive (Araldite) for cap decal
Adhesive (white) for clip screw and cap tassie
BP spirit for removing excess adhesive

Points To Note

1 Grating action (check spring and refill or fit new ratchet assembly).
2 Broken barrel point (fit new barrel).
3 Ratchet overturning when disassembling (use a wooden mallet to tap a screwdriver into the cap and into the ratchet assembly to improve grip – fit new ratchet assembly).
4 Read 'Before starting the repair' on section 6.1

PARKER DUOFOLD
PRESS ACTION CENTENNIAL BALL PEN



PARKER DUOFOLD

PRESS ACTION CENTENNIAL BALL PEN

11.3

10.94

Disassembly

General
1 Unscrew the cap from the barrel.
2 Remove the refill.
3 If needed, carefully push an unfolded paper clip into the narrow end of the barrel to push out the spring.

Cap with decal
1 Remove the cap decal by flipping it off the cap tassie with a sharp instrument.
2 Unscrew the clip screw. Hot water may be needed as adhesive is used on the clip screw.
3 Remove the cap tassie and clip.
4 Pull the ratchet assembly out of the cap.

Machined ring cap
1 Unscrew the cap tassie. Use the ball pen cap tool inside the cap and a friction pad on the tassie. Hot water may be needed as adhesive is used on the cap tassie.
2 Remove the clip washer and clip.
3 Pull the ratchet assembly out of the cap.

Barrel
Available only as a complete unit.

Assembly

Cap with decal
1 Put the cap over the ratchet assembly, turning it until the top of the ratchet assembly fits into the cut out in the top of the cap.
2 Place the clip on top of the cap, so the lugs fit into the cut outs and the clip does not hide the PARKER name on the cap.
3 Place the cap tassie onto the clip screw.
4 Apply adhesive (white) to the top of the cap.
5 Screw the clip screw into the top of the cap.
6 Apply adhesive (Araldite) to the cap decal and press it into place.

Machined ring cap
1 Put the cap over the ratchet assembly, turning it until the top of the ratchet assembly fits into the cut out in the top of the cap.
2 Place the clip on top of the cap, so the lugs fit into the cut outs and the clip does not hide the PARKER name on the cap.
3 Place the clip washer onto the cap tassie (recessed side of clip washer faces the thread).
4 Apply adhesive (white) to the top of the cap.
5 Screw the cap tassie onto the cap. With the ball pen cap tool in the cap, tighten the cap tassie with a friction pad.

Other parts
1 If removed, put the spring on the refill.
2 Refit the refill in the barrel.
3 Screw the cap onto the barrel.

General
1 Remove any excess adhesive.
2 Allow time for Araldite adhesive to dry.
3 Check the pen works properly.
4 Ensure the pen is clean and polished.

Tools Needed

Alcohol lamp or gas jet with beaker and stand

Friction pad

Knockout pin

Small screwdriver

Unfolded paper clip

DUOFOLD driver tool

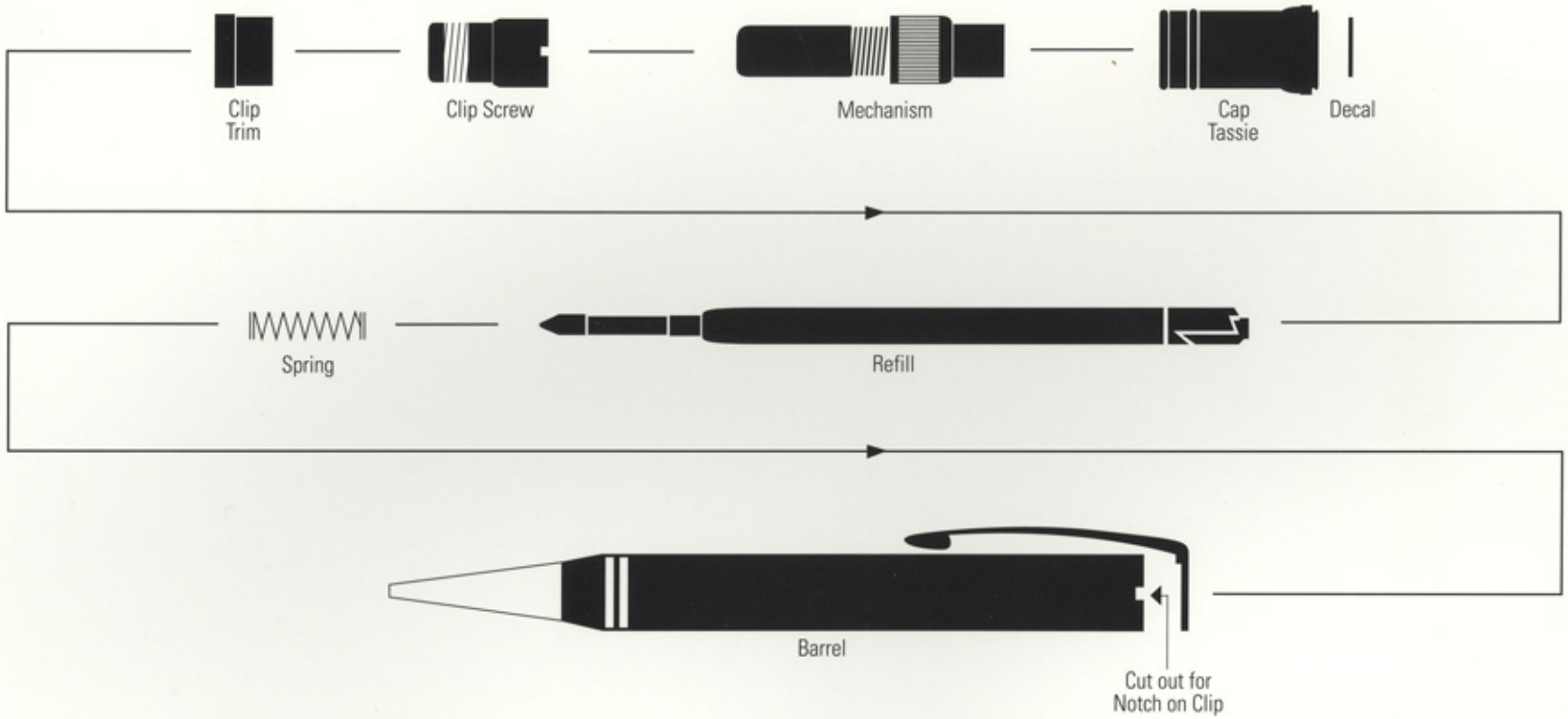
Materials Needed

Adhesive (Araldite) for cap decal
Adhesive (white) for clip screw
BP spirit for removing excess adhesive

Points To Note

1 Cracked barrel (fit new barrel)
2 Read 'Before starting the repair' on section 6.1

PARKER DUOFOLD
TWIST ACTION BALL PEN



PARKER DUOFOLD

TWIST ACTION BALL PEN

11.4

10.94

Disassembly

General
1 Pull off the cap tassie from the barrel.
2 Unscrew the mechanism.
3 Remove the refill.
4 If needed, carefully push an unfolded paper clip into the narrow end of the barrel to push out the spring.

Clip
1 With the pen disassembled as in steps 1 to 4 above, put the DUOFOLD driver tool into the barrel.
2 Use the tool to unscrew the clip screw from the barrel. Hot water may be needed as adhesive is used on the clip screw.
3 Remove the clip and clip trim from the clip screw.

Cap tassie
1 If needed, remove the cap decal by pushing a small screwdriver through the inside of the cap tassie. Remove the old adhesive.

Barrel
Available only as a complete unit.

Assembly

Clip
1 Place the clip screw, clip trim and clip onto the DUOFOLD driver tool.
2 Apply adhesive (white) to the threads of the clip screw.
3 Screw the clip screw into the barrel. Make sure the notch on the clip fits into the cut out at the top of the barrel.

Other parts
1 If removed, put the spring on the refill.
2 Refit the refill in the barrel.
3 Tip the barrel slightly so that the refill fits into the end of the mechanism, and screw on the mechanism, finger tight.
4 Push on the cap tassie.

Cap tassie
1 If needed, apply adhesive (Araldite) to a new cap decal and press it into place.

General
1 Remove any excess adhesive.
2 Allow time for Araldite adhesive to dry.
3 Check the pen works properly.
4 Ensure the pen is clean and polished.

Tools Needed

Alcohol lamp or gas jet with beaker and stand

DUOFOLD driver tool

Friction pad

Small screwdriver

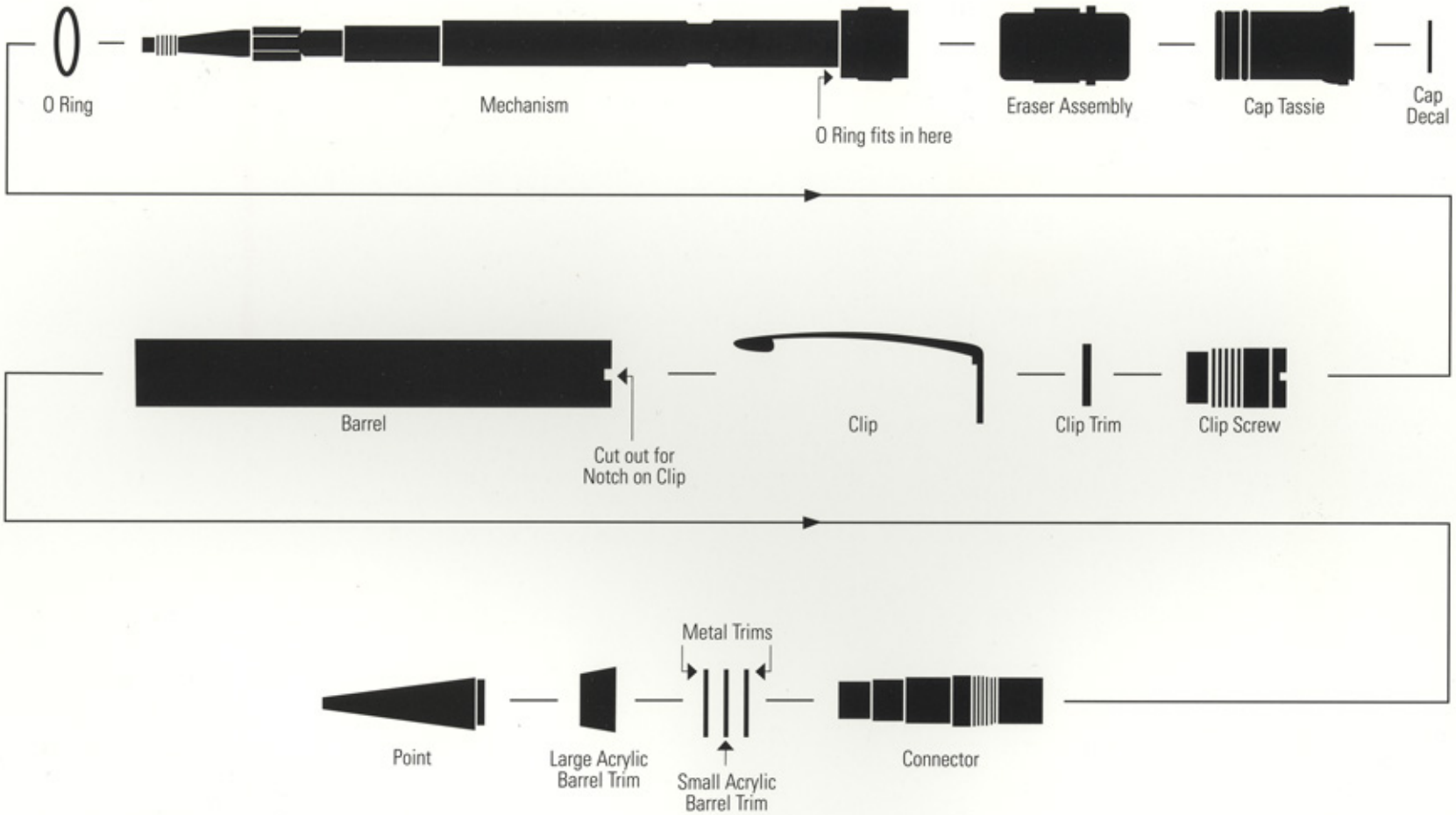
Materials Needed

Adhesive (Araldite) for cap decal and connector
Adhesive (Loctite 403) for point
Adhesive (white) for clip screw
BP spirit for removing excess adhesive

Points To Note

1 Cracked barrel (fit new barrel)
2 Damaged mechanism (fit new mechanism)
3 Read 'Before starting the repair' on section 7.1

PARKER DUOFOLD
PENCIL



PARKER DUOFOLD

PENCIL

11.5

10.94

Disassembly

General
1 Pull off the cap tassie from the barrel.

Barrel
1 Unscrew the point from the barrel using a friction pad. Hot water or gentle heat may be needed as adhesive is used on the barrel point.
2 Note the order of the four barrel trims and take them off the barrel for safe keeping. (One of the trims might have come off with the point.)
3 Pull the mechanism out of the barrel.
4 Pull off the O ring which is towards the eraser end of the mechanism.
5 If needed, unscrew the connector from the barrel using a friction pad. Hot water may be needed as adhesive is used on the connector.

Clip
1 With the pencil disassembled as in steps 1 to 4 above, put the DUOFOLD driver tool into the barrel.
2 Use the tool to unscrew the clip screw from the barrel. Hot water may be needed as adhesive is used on the clip screw.
3 Remove the clip and clip trim from the clip screw.

Cap tassie
1 If needed, remove the decal by pushing a small screwdriver through the inside of the cap tassie. Remove the old adhesive.

Assembly

Clip
1 Place the clip screw, clip trim and clip onto the DUOFOLD driver tool.
2 Apply adhesive (white) to the threads of the clip screw.
3 Screw the clip screw into the barrel. Make sure the notch on the clip fits into the cut out at the top of the barrel.

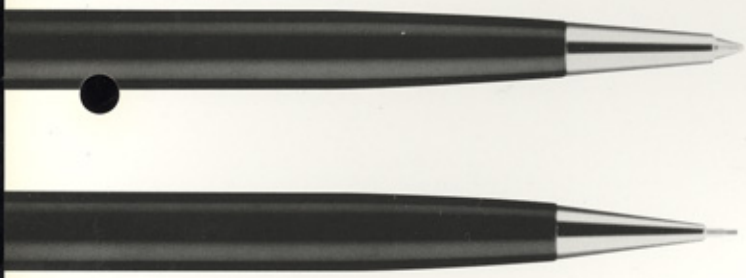
Barrel
1 If removed, apply adhesive (Araldite) to the threads of the connector and screw the connector into the barrel.

The clip must be fitted to the barrel before the mechanism – for instructions, see the section 'Clip' above.

2 Push the four barrel trims onto the barrel.
3 Push the O ring over the mechanism and push it up to the shoulder at the eraser end.
4 Place the mechanism in the barrel and apply adhesive (Loctite 403) to the threads of the mechanism.
5 Screw on the point. Tighten with a friction pad.

Cap tassie
1 If needed, apply adhesive (Araldite) to a new decal and press it into place.

General
1 Remove any excess adhesive.
2 Allow time for Araldite and Loctite adhesives to dry.
3 Push the tassie onto the barrel.
4 Check the pencil works properly.
5 Ensure the pencil is clean and polished.



PARKER
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REPAIR AND SERVICING

FOUNTAIN PEN
ROLLER BALL
BALL PEN
PENCIL

SECTION 12

Tools Needed

Alcohol lamp or gas jet with beaker and stand

Nib spacing tool

Pointed instrument

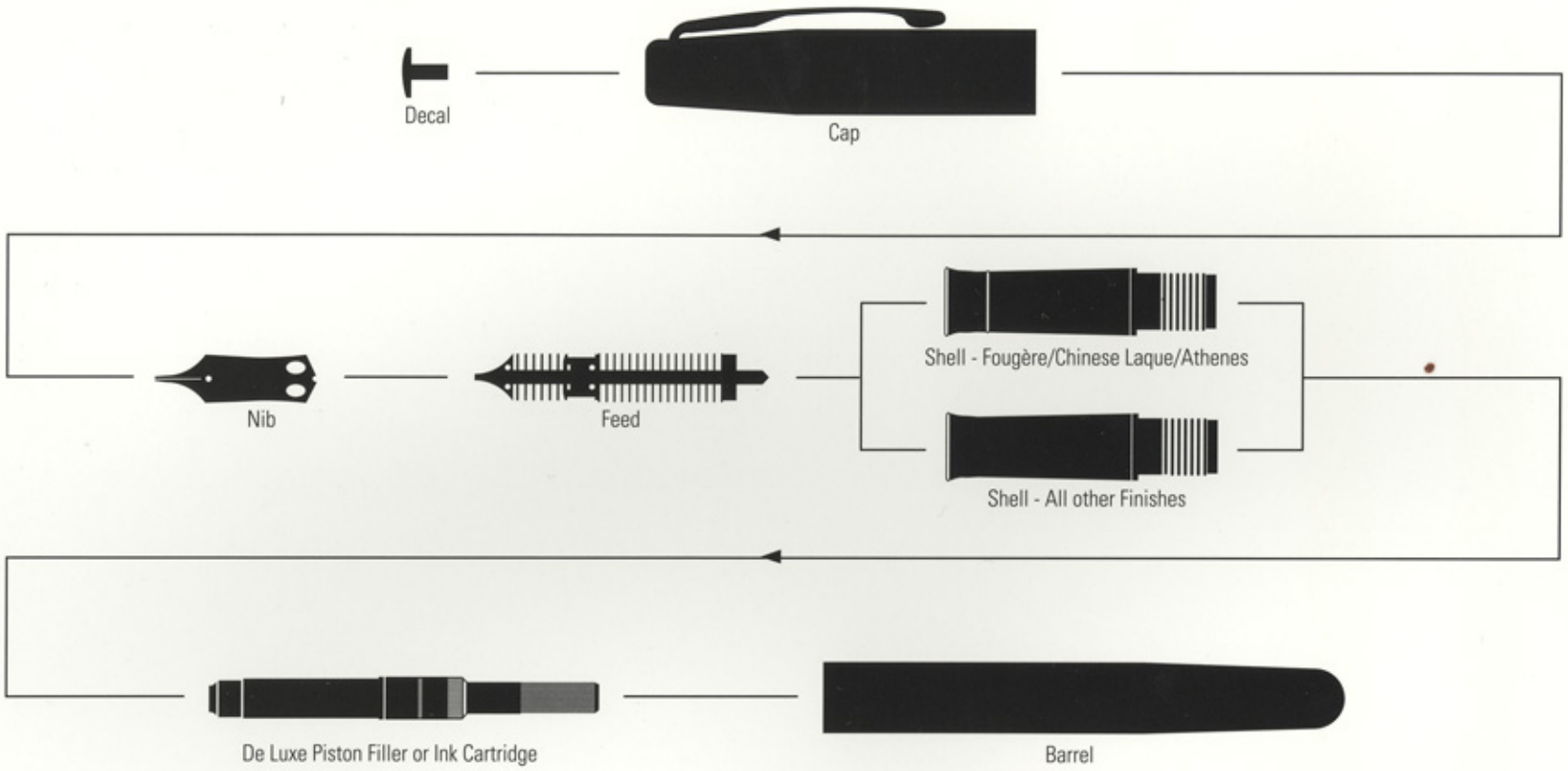
Materials Needed

Adhesive (white) for cap decal
BP spirit for removing excess adhesive
Range of smoothing paper (for nib smoothing)

Points To Note

1 Loose inner barrel apply adhesive (Araldite) to inner barrel and push it fully into the barrel).
2 Ink flow problems (fit new feed and see section 4.4).
3 Broken clip (fit new cap).
4 Read 'Before starting the repair' on section 4.1

PARKER SONNET
FOUNTAIN PEN



PARKER SONNET
FOUNTAIN PEN

12.1

10.94

Disassembly

General
1 Remove the cap and barrel.
2 Remove the piston filler or cartridge.
3 Flush out the ink from the front end (see 'Flushing out the ink' section 4.3).

Front end
1 Remove the nib assembly by unscrewing it from the shell. Do not touch the feed with bare hands, as this may cause ink flow problems (use gloves or finger stalls).
2 Remove the nib by rotating a small straight-head screwdriver underneath one of the side cleats on the nib. Lift off the nib.

Cap
Available only as a complete unit.
1 If needed remove the cap decal by carefully lifting it at the edges. Be careful not to damage the edge of the cap. Gentle heat may be needed as adhesive is used on the cap decal.

Barrel
Available only as a complete unit.

Assembly

Front end
1 Place the nib on the feed and hook one of the side cleats into position. Do not touch the feed with bare hands, as this may cause ink flow problems (use gloves or finger stalls).
2 Press down on the other side cleat until it clicks into position.
3 Screw the nib assembly into the shell.

Cap
1 Apply adhesive (white) to the top of the cap and press a new cap decal into place. Be careful not to put adhesive into the area around the decal, as this is the ventilation hole for the cap.

Barrel
If the inner barrel has become loose:
1 Apply adhesive (Araldite) to the surface of the inner barrel.
2 Push the inner barrel fully into the barrel.
3 Leave the adhesive to dry.

General

1 Remove any excess adhesive.
2 Allow time for Araldite adhesive to dry.
3 Fit a cartridge (washable blue) and leave the pen in a vertical position until the ink flows through.
4 Check the pen with a write test (see section 4.6).
5 Ensure the pen is clean and polished.

Tools Needed

Alcohol lamp or gas jet

Hook tool

Pointed instrument

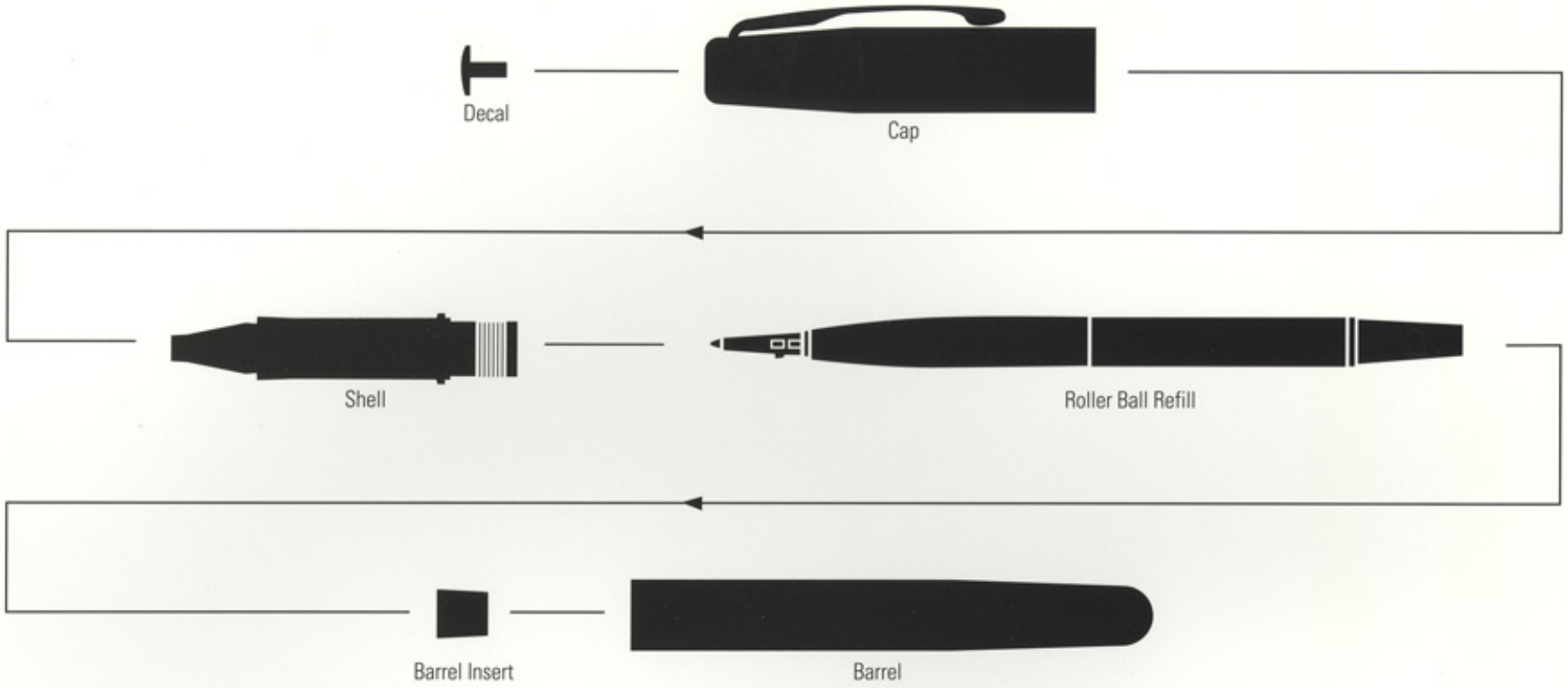
Materials Needed

Adhesive (white) for cap decal
BP spirit for removing excess adhesive

Points To Note

1 Loose inner barrel (apply adhesive (Araldite) to inner barrel and push it fully into the barrel).
2 Broken clip (fit new cap).
3 Read 'Before starting the repair' on section 5.1

PARKER SONNET
ROLLER BALL



PARKER SONNET
ROLLER BALL

12.2

10.94

Disassembly

General

1 Remove the cap and barrel.
2 Remove the refill from the shell.

Cap

Available only as a complete unit.

1 If needed remove the cap decal by carefully lifting it at the edges. Be careful not to damage the edge of the cap. Gentle heat may be needed as adhesive is used on the cap decal.

Barrel

Available only as a complete unit.

1 Remove the barrel insert from inside the bottom of the barrel with the hook tool.

Shell

Available only as a complete unit.

Assembly

Cap

1 Apply adhesive (white) to the top of the cap and press a new cap decal into place. Be careful not to put adhesive into the area around the decal, as this is the ventilation hole for the cap.

Barrel

1 Push the barrel insert into the barrel with a knockout pin.

General

1 Remove any excess adhesive.
2 Refit the refill and check the pen writes properly.
3 Ensure the pen is clean and polished.

Tools Needed

Unfolded paper clip

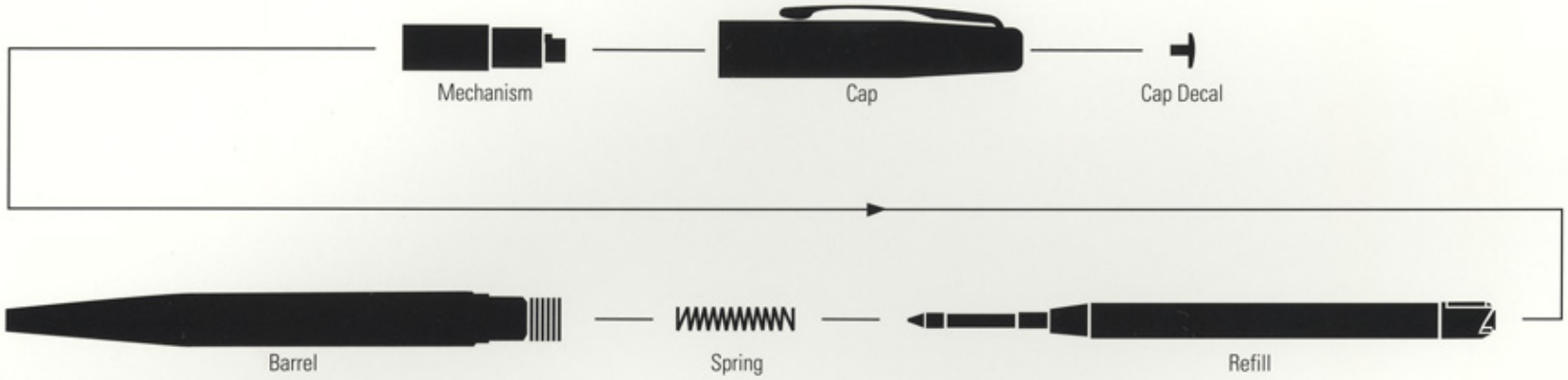
Materials Needed

Adhesive (white) for cap decal
BP spirit for removing excess adhesive

Points To Note

1 Broken clip (fit new cap).
2 Read `Before starting the repair' on section 6.1

PARKER SONNET
BALL PEN



PARKER SONNET

BALL PEN

12.3

10.94

Disassembly

General

1 Pull off the cap from the barrel.
2 Unscrew the mechanism.
3 Remove the refill.
4 If needed, carefully push an unfolded paper clip into the narrow end of the barrel to push out the spring.

Cap

Available only as a complete unit.

1 If needed remove the cap decal by carefully lifting it at the edges. Be careful not to damage the edge of the cap. Gentle heat may be needed as adhesive is used on the cap decal.

Barrel

Available only as a complete unit.

Assembly

1 If removed, put the spring on the refill.
2 Refit the refill in the barrel.
3 Screw on the mechanism, finger tight.
4 Push on the cap.

Cap

1 Apply adhesive (white) to the top of the cap and press a new cap decal into place.

General

1 Remove any excess adhesive.
2 Check the pen works properly.
3 Ensure the pen is clean and polished.

Tools Needed

Friction pad

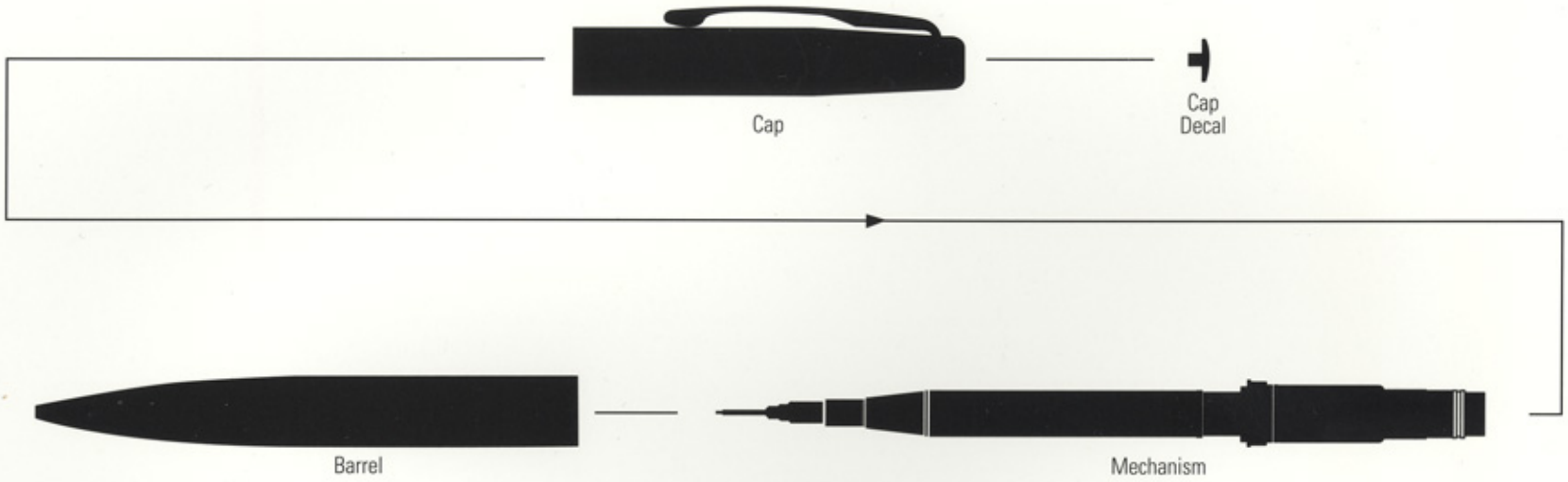
Materials Needed

Adhesive (white) for cap decal
BP spirit for removing excess adhesive

Points To Note

1 Broken clip (fit new cap).
2 Read 'Before starting the repair' on section 7.1

PARKER SONNET
PENCIL



PARKER SONNET

PENCIL

12.4

10.94

Disassembly

General

1 Pull off the cap from the barrel.

Cap

Available only as a complete unit.

1 Remove the cap decal by carefully lifting it at the edges. Be careful not to damage the edge of the cap. Gentle heat may be needed as adhesive is used on the cap decal.

Barrel

1 Using friction pads, pull the mechanism out of the barrel.

Assembly

Barrel

1 Push the mechanism fully into the barrel.

Cap

1 Apply adhesive (white) to the top of the cap and press a new cap decal into place.

General

1 Remove any excess adhesive.
2 Push the cap onto the barrel.
3 Check the pencil works properly.
4 Ensure the pencil is clean and polished.

PARKER
SONNET

REPAIR AND SERVICING

BALL PEN
PENCIL

SECTION 13

SECTION 13

Tools Needed

Unfolded paper clip

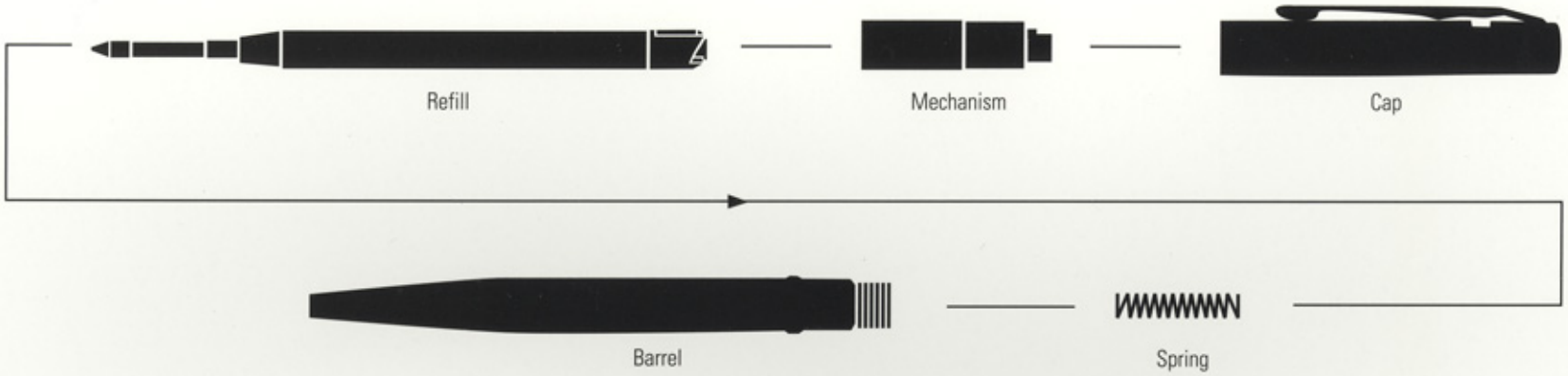
Materials Needed

None

Points To Note

1 Broken clip (fit new cap).
2 Clip away (try lifting the clip and tapping it down with a hammer, otherwise fit new cap).
3 Read `Before starting the repair' on section 6.1

PARKER INSIGNIA
BALL PEN



PARKER INSIGNIA
BALL PEN

13.1

10.94

Disassembly

General

1 Pull off the cap from the barrel.
2 Unscrew the mechanism.
3 Remove the refill.
4 If needed, carefully push an unfolded paper clip into the narrow end of the barrel to push out the spring.

Cap

Available only as a complete unit.

Barrel

Available only as a complete unit.

Assembly

1 If removed, put the spring on the refill.
2 Refit the refill in the barrel.
3 Screw on the mechanism, finger tight.
4 Line up the clip with the middle of the word PARKER on the barrel band and push on the cap.

General

1 Remove any excess adhesive.
2 Check the pen works properly.
3 Ensure the pen is clean and polished.

Tools Needed

INSIGNIA pencil mechanism removal tool

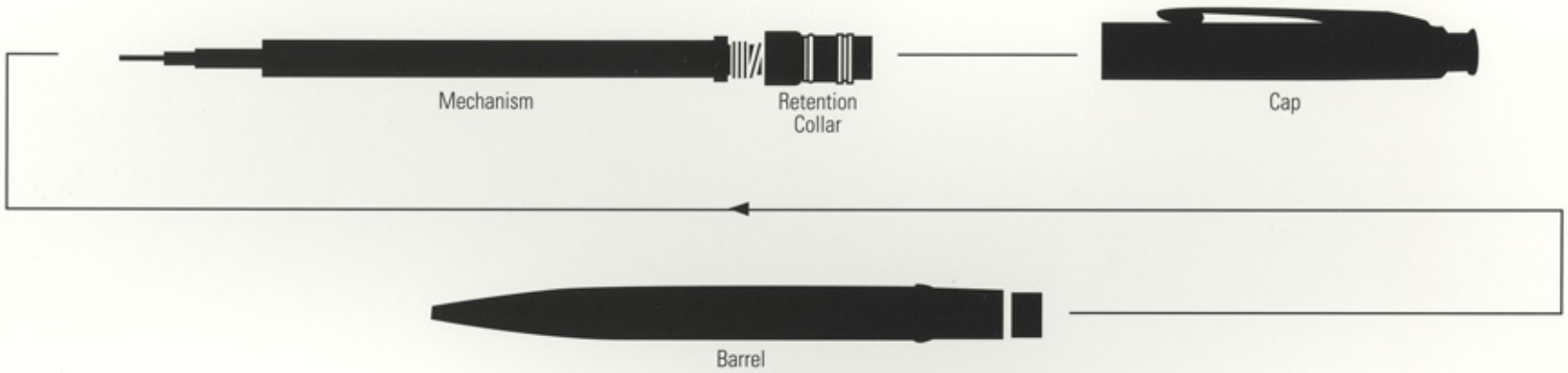
Materials Needed

None

Points To Note

1 Broken clip (fit new cap).
2 Clip away (try lifting the clip and tapping it down with a hammer, otherwise fit new cap).
3 Read 'Before starting the repair' on section 7.1

PARKER INSIGNIA
PENCIL



PARKER INSIGNIA

PENCIL

13.2

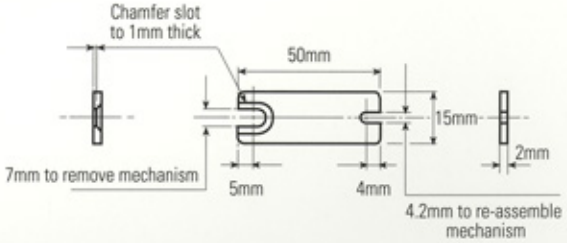
10.94

Disassembly

General
1 Pull off the cap from the barrel.

Cap
Available only as a complete unit.

Barrel
1 Hold the barrel vertically on the bench with the point upwards.
2 Insert the big end of the INSIGNIA tool just above the retention collar.
3 Push down on the tool while pulling up on the barrel. Remove the barrel.



Assembly

Barrel
1 Push the mechanism fully into the barrel.
2 Insert the small end of the INSIGNIA tool between the retention collar and the eraser.
3 Push the retention collar towards the point until it clicks into place.

General
1 Push the cap onto the barrel.
2 Check the pencil works properly.
3 Ensure the pencil is clean and polished.

PARKER
RIALTO

REPAIR AND SERVICING

FOUNTAIN PEN
BALL PEN

SECTION 14

Tools Needed

Alcohol lamp or gas jet with beaker and stand

Nib spacing tool

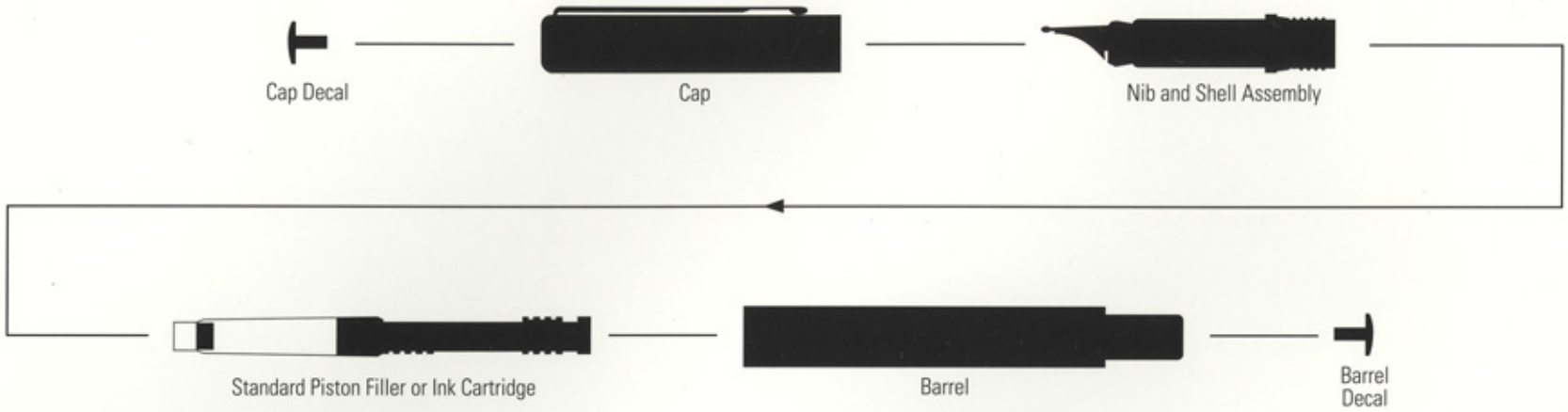
Materials Needed

Adhesive (white) for cap and barrel decals.
BP spirit for removing excess adhesive.
Range of smoothing paper (for nib smoothing).

Points To Note

1 Read `Before starting the repair' on section 4.1.

PARKER RIALTO
FOUNTAIN PEN



PARKER RIALTO
FOUNTAIN PEN

14.1

10.94

Disassembly

General
1 Remove the cap and barrel.
2 Remove the piston filler or cartridge.
3 Flush out the ink from the front end (see 'Flushing out the ink' section 4.3).

Front end
Available only as complete unit.

Cap
Available only as complete unit.
1 If needed, remove cap decal by carefully lifting it at the edges. Be careful not to damage the edge of the cap.

Barrel
Available only as a complete unit.
1 If needed, remove barrel decal by carefully lifting it at the edges. Be careful not to damage the edge of the barrel.

Assembly

Cap
1 Apply adhesive (white) to the top of the cap and press a new cap decal into place. Be careful not to put adhesive into the area around the decal, as this is the ventilation hole for the cap.

Barrel
1 Apply adhesive (white) to the end of the barrel and press a new barrel decal into place.

General
1 Remove any excess adhesive.
2 Fit a cartridge (washable blue) and leave the pen in a vertical position until the ink flows through.
3 Check the pen with a write test (see section 4.6).
4 Ensure the pen is clean and polished.

Tools Needed

Unfolded paper clip

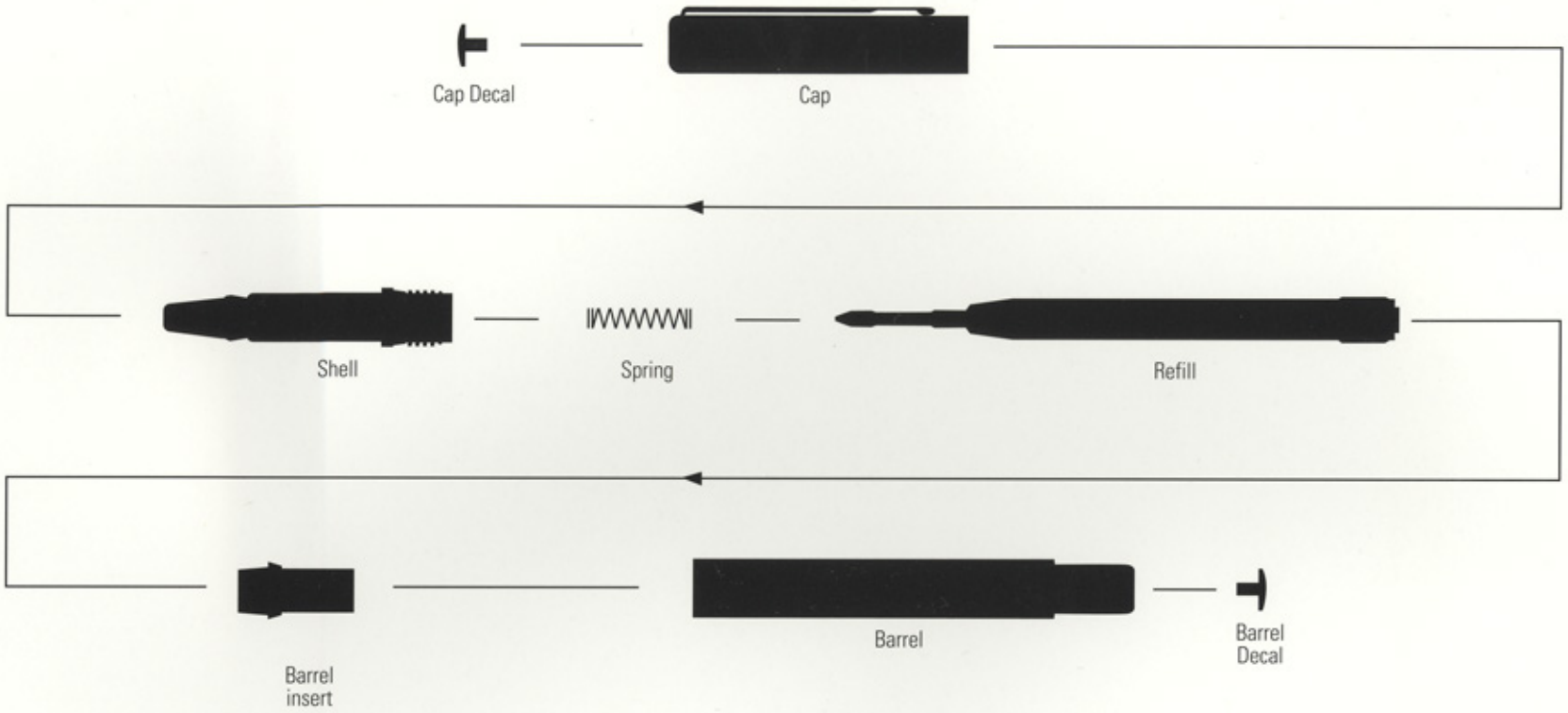
Materials Needed

Adhesive (Araldite) for barrel connector.
Adhesive (White) for cap and barrel decals.
BP spirit for removing excess adhesive.

Points To Note

1 Read 'Before starting the repair' on section 6.1.

PARKER RIALTO
BALL PEN



PARKER RIALTO

BALL PEN

14.2

10.94

Disassembly

General
1 Pull off the cap.
2 Unscrew the shell from the barrel.
3 Remove the refill.

Cap
Available only as complete unit.
1 If needed, remove the cap decal by carefully lifting it at the edges. Be careful not to damage the edge of the cap.

Shell
Available only as a complete unit.
1 If needed, carefully push an unfolded paper clip into the narrow end of the shell to push out the spring.

Barrel
Available only as a complete unit.
1 If needed, remove the barrel insert from inside the bottom of the barrel with the hook tool.
2 If needed, remove the barrel decal by carefully lifting it at the edges. Be careful not to damage the edge of the barrel.

Assembly

Cap
1 Apply adhesive (white) to the top of the cap and press a new cap decal into place.

Barrel
1 Apply adhesive (white) to a new barrel decal and press it into place.
2 If removed, push the barrel insert into the barrel with a knockout pin.
3 Apply adhesive (Araldite) to the surface of the barrel connector and push it into the barrel.

Other parts
1 If removed, put the spring on the refill and refit the refill in the shell.
2 Screw the shell onto the barrel.

General
1 Remove any excess adhesive.
2 Allow time for Araldite adhesive to dry.
3 Check the pen works properly.
4 Ensure the pen is clean and polished.